



# Scoil Mhuire Fatima

## Health & Safety Policy Statement

### ■ Introductory Statement

This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety. It was disseminated to the wider school community through the school website and ratified by the Board of Management.

### ■ Rationale

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

### ■ Relationship to Characteristic Spirit of the School

According to our Mission Statement Scoil Mhuire Fatima strives to provide a well-ordered, caring, happy and safe environment for our pupils. In keeping with this philosophy our Health and Safety policy emphasises the importance of the health and safety of our pupils and that of all school employees. The Board of Management, Scoil Mhuire Fatima recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management, Scoil Mhuire Fatima and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit and report to staff. This inspection/safety audit will be carried out frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

## ■ Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
- to ensure understanding of the school's duty of care towards pupils.
- to protect the school community from workplace accidents and ill health at work.
- to outline procedures and practices in place to ensure safe systems of work.
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas:
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretaries, caretaker, etc.*
  - *To ensure competent employees, who will carry out safe work practices.*
  - *Safe access and egress routes.*
  - *Safe handling and use of hazardous substances and equipment.*
  - *Safe equipment including maintenance and use of appropriate guards.*
  - *Provision of appropriate personal protective equipment.*

## ■ Guidelines (*content of policy*)

### **POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF SCOIL MHUIRE FATIMA**

- The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.
- Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:
  - The design, provision and maintenance of all places in the school shall be safe and without risk to health.
  - There shall be safe access to and from places of work.
  - Plant and Machinery may be opened safely in so far as is possible.
  - Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
  - Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
  - Protective clothing or equivalent shall be provided as is necessary to ensure the

safety and health at work of its employees.

- Plans for emergencies shall be complied with and revised as necessary.
  - This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
  - Employees shall be consulted on matters of health and safety.
  - Provisions shall be made for the election by the employees of a safety representative.
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- The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.
  - The Board of Management of Scoil Mhuire Fatima will ensure, in so far as is practicable, that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.
  - The Board of Management will form the Safety Committee to monitor the implementation of the Safety and Health policies of Scoil Mhuire Fatima and the requirement under the Safety, Health and Welfare at Work Act, 2005.
  - The Board of Management will appoint a Safety Representative from the School Staff, and a Safety Officer from the BOM. (see Appendix 1)

## ■ Consultation and information

It is the policy of the Board of Management of Scoil Mhuire Fatima:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## ■ Responsibilities of employees

Health and safety is everyone's responsibility. As a worker you have legal duties designed to protect you and those you work with (Section 13 of Safety Health and Welfare at Work Act 2005)

It is the duty of every employee while at work:

1.

- To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
  - To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
  - To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
  - To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
  3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

## ■ Duties of Safety Representative

(Section 25 Safety, Health & Welfare at Work Act, 2005)

- Conduct an assessment to identify all hazards on the appropriate form (Appendix 2).
- Assess the risks associated with these hazards.
- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.
- Represent the employees at the place of work in consultation with the employer on matters in relation to health and safety
- Inspect the place of work on a schedule agreed with the employer or immediately in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person.
- Receive appropriate training.
- Investigate accidents and dangerous occurrences.
- Investigate complaints made by employees.
- Accompany an inspector carrying out an inspection at the workplace.

- Make representations to the employer on matters relating to safety, health and welfare.
- Make representations to and receive information from, an inspector.
- Consult and liaise with other safety representatives in the same undertaking.

## ■ Duties of Safety Officer

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.

## ■ Risk Assessment

The Board of Management should carry out a risk assessment, identifying hazards, assessing the risks and specifying the actions required to eliminate or minimize them. Hazards may include physical, health, biological, chemical and human hazards. Hazard Control Forms (Appendix 2) should be filled out as hazards are identified.

## ■ Emergency Contact Procedures

- Parents/Guardians provide contact arrangements upon registering their children in Scoil Mhuire Fatima. These contact details are kept on file on the school computer and can be accessed them via the Aladdin computer programme. It is the responsibility of parents/guardians to advise the school of any change to these contact details.
- In September the Parents/Guardians are asked to supply contact details in the front of the child's Dialann by their class teacher.
- In case of an emergency the Principal/Deputy principal will contact the parents/guardians. If no contact can be made and it is deemed necessary the Principal/Deputy Principal will accompany the child to the doctor/ hospital.

## **Fire (see Fire Evacuation Plan)**

It is the policy of the Board of Management of Scoil Mhuire Fatima that:

- There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- All fire equipment is identified and regularly serviced.

- Regular fire drills take place. (See Fire Evacuation Procedure)
- Signs will be clearly visible to ensure visitors are aware of exit doors.
- All electrical equipment be unplugged or turned off outside school hours and when classrooms are vacated for lengthy periods.
- An assembly area is designated.
- Those leaving the building should sign out at office.
- Exit signs are clearly marked.
- The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.

## **Serious Accident Procedure & Accident Report Form**

A report must be made to the HSA in respect of the following types of incident:

- An accident causing loss of life to any employed or self-employed person if sustained in the course of their employment.
- An accident sustained in the course of their employment which prevents any employed or self-employed person from performing the normal duties of their employment for more than 3 calendar days not including the date of the accident.
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment.

## **Critical Incidence**

A Critical Incident Management Plan is in place in the school. Please refer to the plan. A copy of this and relevant accompanying information is available in the Critical Incident Management Plan folder located in the office.

## **Child protection guidelines**

The guidelines relating to child protection are outlined in a separate document. A copy of the Child Protection Policy is available on the school website and in the school. Carl O'Brien is the designated liaison officer. The deputy liaison officer is Colin Daly. All suspicions or allegations should be addressed to same.

### **■ Accidents/Injuries**

- In general most school accidents/injuries which occur in school are minor and are assessed by the teacher/SNA on duty or our secretary.
- If the teacher/SNA is in any doubt that s/he is dealing with a serious accident or injury then

qualified help should be sought at once.

- Advice should be sought from those members of staff qualified in First Aid if in doubt over suitable treatment.
- If a serious accident or injury takes place the child's parents should be contacted and qualified help should be sought. In the event of an emergency the emergency services will be contacted.
- Serious Incident/Accident – The accident will be recorded as soon as possible on an Accident Report Form. The report will be filed in the office. These records are written by the principle staff member involved. The Principal reads this and retains a separate copy if deemed necessary.
- Class teachers will be notified of any incidents as they come to collect their classes.
- Every year the emergency contact list is updated by the school secretary. It is the responsibility of parents/guardians to advise the school of any change to these contact details. (text system in place)
- Where a child has a minor accident that does not require the parents' presence in the school, the incident will be noted by the teacher on duty on an Accident Report Form (kept in filing cabinet in main office) and filed in the office.
- A copy of this statement is available to view in the office and temporary/substitute teachers should take advice from a permanent member of staff as to procedure to be followed.
- First Aid kits are stored in the school. The standard basic first aid materials are kept in these kits.
- The school maintains its records of accidents until pupils reach the age of 21.
- Serious injuries are reported to school insurance company and, where appropriate, to the Health & Safety Authority in line with requirements of that body.

## **Serious Accident Procedure**

All serious accidents must be reported to HSA and the school's insurance company using the form contained in the B.O.M. Handbook.

## **Exceptional closures**

In the event of an exceptional closure, parents are notified by one or more of the following methods: text/school website/social media.

During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

## **Managing specific health issues**

- There is a section allowing parents to identify any allergies/illnesses of a new child on the Enrolment Form.
- Staff are made aware of the health issues in relation to certain pupils by the Principal at the beginning of the year.
- Administration of Medication – refer to the Administration of Medicine Policy

- Forms are completed by parents and signed on behalf of the Board of Management by the Chairperson or Principal
- A copy is maintained for each child and all administration is documented and witnessed.

### **Sickness or Injury**

- If children are sick or injured, the secretary usually contacts parents/guardians, though depending on the severity, the Principal or a teacher may contact them.
- Illnesses and contagious infections such as rubella, chicken pox etc. - See 'Infectious diseases in the Primary School: Health Service executive (H.S.E.)
- Head lice: If a case of head lice comes to the attention of the teacher a note/text on treating head lice will be sent home with all the children in the class.

### **■ Assembly and dismissal of pupils:**

- The school bell rings at 8.45am. Children line up in single file in the yard in class groups.
- At 2.30pm, children leave their classroom in single file and exit the building with their teacher and SNA. They exit the school/are collected via the Fairhill gate.

### **Pupils leaving the school premises during the school day e.g. dentist or doctor appointment**

The parent/guardian should first inform the secretary who will then send a message to the child's teacher. The Parents/guardians must collect the child from school in person and sign the child out. The secretary logs the date and time. A written note in the child's dialann or verbal notification to [from](#) the child's class teacher or Principal is required before the child may leave the school.

### **■ Supervision of pupils (see Supervision Policy)**

- The supervision roster for playground duty is clearly displayed in the staff room and by each individual teacher. Class teachers on yard duty at big lunch are relieved by a member of the SET team who supervise their class from 12:25-12:40.
- During inclement weather, children will be supervised indoors. Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost, snow, and ice.

### **Staff absences**

- If a member of staff cannot be present during school hours they should endeavour to notify the principal at the earliest opportunity. This is to allow for substitution or alternative arrangements to be put in place as soon as possible.
- The principal will endeavour to locate a suitably qualified, Garda vetted substitute for the absent staff member, or failing this, the class will be assigned work and divided up among



the other classes for the duration of the absence.

## **Code of Behaviour**

- There is a code of behaviour operating in the school and it is on the school website and available in school office.

## **Anti-bullying**

- There is an anti-bullying policy in practice in the school.
- Typical anti-bullying behaviour is encouraged in the school.
- This is also incorporated in curricular lessons such as SPHE and drama.

## **School tours/outings**

- Presently, a letter is sent to inform parents of any upcoming tours/outings.
- Buses organised by the school will normally be used for transportation of pupils. A member of staff will always be present on the bus with a recommended minimum of 1:14 ratio of adults to pupils to be maintained on school outings.
- There should be at least 2 adults present on any trip.
- Where children have SNA access, an SNA/SNAs will accompany the tour/outing.

### **■ Safety and welfare of staff**

- Garda clearance - The school ensures that all successful staff at interview have recently been vetted by the Gardaí.
- The school endeavours to maintain a high standard in its 'duty of care' to all staff by encouraging a positive and safe environment and taking precautions to ensure that this exists e.g. clear signs, planned evacuation procedures etc.

## **Positive Staff Relations**

- Positive Staff Relations: Refer to 'Working Together. Procedures and Policies for Positive Staff Relations. INTO 2000.
- Practices to support positive staff relations in the school include:
- Regular, transparent, open and direct communication is encouraged between staff. Regular

staff meetings will be held and minutes kept.

- The decision making process will include consultation and consensus within the school community, particularly in relation to drafting school policies.
- Staff have access to school policies and procedures.
- Mutual respect among staff is fostered at all times.
- Individual staff members adopt a sense of fairness when dealing with others.
- If there is certain unacceptable behaviour among staff, i.e. bullying, conflict will be resolved in a constructive, speedy and reasonable manner.

## **The Code of Conduct**

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

## **Bullying**

The procedures for dealing with Adult Bullying are in accordance with the INTO publication ‘**Working Together: Procedures and Policies for Positive Staff Relations (2000)**’.

- Staff are made aware of the procedures to address cases of adult bullying/ harassment or to initiate a grievance procedure at staff meetings, informal meetings, emails from Principal, through access to policies and reminders to read policies. These procedures are as follows:
- Stage 1 – Decide to address the problem
- Stage 2 – Informally address the problem
- Stage 3 – Involvement of the Principal and/or Chairperson of the Board of Management
- Stage 4 - Referring the matter to Board of Management for further investigation

## **Assaults on Teachers/School Employees:**

- Practices that create and maintain a culture where acts of violence are not tolerated Include:
- Good practice for the conduct of communication between home and school.
- Admitting parents/visitors to the school e.g. dropping children in the morning, collecting early, ‘appointment-only’ meetings.
- Arrangement and facilitating parent-teacher meeting.

In the event of an incident occurring, the procedures outlined below should be followed:

- The incident should be immediately reported to the Principal. All staff are encouraged to then debrief with a trusted colleague of their choice. The details of the incident are recorded

by the teacher in their own notes and the Principal in his notes.

- Where necessary, immediate medical assistance should be sought.
- The matter should be reported to the Gardaí, where appropriate. The report would normally be made by the teacher who was assaulted. However, the Principal may also report it.
- The Board of Management should be notified of the incident and where necessary, an emergency meeting of the Board should take place. The Board should notify its legal advisers of the assault. The Board's insurance company should also be notified.
- Where the assault is by a pupil the matter should be dealt with in accordance with the school's Code of Behaviour.
- Repeatedly aggressive pupils should be referred to, with the consent of the parents, for psychological assessment/CAMHS referral in order to assess the pupil's social and emotional needs and to determine how these can be best met.
- Where the assault is committed by a parent/guardian, the parent/guardian should be immediately instructed in writing not to make direct contact with the teacher/school pending full consideration of the matter by the Board.
- Subsequently, the Board should correspond with the parent/guardian stating:
- That the Board considers the matter unacceptable
  - What action the Board intends to take
  - Outlining what pre-conditions before access to the school is restored
- Applications for leave of absence, in relation to a member who has been assaulted, should be forwarded to Primary Payments Section of the Department of Education & Skills
- Where an employee's personal property is damaged in the course of an assault, compensation for its replacement value may be paid by the Board of Management under their Insurance Policy
- Employees work in a reasonably comfortable and safe environment that is well heated and ventilated, appropriately lit, suitable chairs etc.
- There are safeguards in place for pregnant staff members e.g. they are notified immediately in the event of an infectious diseases and encouraged to seek immediate medical advice on how to proceed
  - The caretaker is provided with appropriate safety gear on request
  - Procedures followed by cleaners include
- Vacuum cleaner leads not trailing on the floor
- Safety signs clearly visible – wet floors.

### **Equipment and materials**

- Lawnmowers, ladders and any other equipment associated with school maintenance stored in a safe area.
- Designated teaching staff, board members, parent association members, cleaners and the caretaker have access to this.
- Solvents, chemicals, cleaning agents are stored in the Cleaners' Store Rooms. These storage areas are kept locked.

### **■ CONSTANT HAZARDS**

## **Electrical Appliances**

It is the policy of the Board of Management of Scoil Mhuire Fatima that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

## **Chemicals**

It is the policy of the Board of Management of that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

## **Wet Floors**

It is the policy of the Board of Management of Scoil Mhuire Fatima that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping. During heavy weather condensation can cause tiled areas to become slippery.

## **Access to Employees is by Consent**

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

### **■ OTHER PROCEDURES**

#### **Visitors to the School**

Persons coming onto the school premises must enter and exit through the main entrance and identify themselves clearly to whoever buzzes open the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Deputy Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

#### **■ Success Criteria**

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to Health Inspector's Reports and our safety record as our benchmark for success or otherwise of the policy.

## ■ Roles and Responsibility

### **Roles and Responsibility**

The people who have particular responsibilities for aspects of the policy and how they fulfil their role include the:

- Board of Management
- Safety Officer
- Safety Representative
- Each member of staff

## ■ Responsibility for Review

The BOM will be responsible for reviewing the policy.

## ■ Ratification and Communication

**The policy is communicated to the members of the BOM and is available to the wider school community through the parents' representatives on the BOM. All Scoil Mhuire Fatima policies are available for inspection in the school.**

## **APPENDIX 1**

- The Board of Management will appoint a Safety Representative from the School Staff, and a Safety Officer from the BOM.

(Carl O'Brien is the Safety Representative and Board Member, Denis O'Neill is appointed as Safety Officer )

**APPENDIX 2**

<b>HAZARD CONTROL FORM</b>			
<b>Hazard</b>	<b>Action Taken</b>	<b>Date Remedied</b>	<b>Person Responsible</b>

School Name here

## APPENDIX 4

### **Dignity at Work: Building & Maintaining a Positive & Effective Work Environment**

- The Board of Management of Scoil Mhuire Fatima has adopted the following as part of the school's Health & Safety Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

#### **A. Core Principles**

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

#### **B. What is Workplace Bullying and Harassment?**

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

*"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".*

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital/civil status, religion, sexual orientation etc.) Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*"

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

#### **C. A Positive Work Environment**

School Name here



It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “*improper conduct or behaviour*” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

#### **D. Adult Bullying as a Problem**

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

**E. What Happens if there is an Allegation of Bullying or Harassment?**

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

**F. Summary**

Management has a duty of care towards all employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.